



NEWBORN PASSPORT



Note: *Original documents must be submitted with the passport application.* Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. Extracts, Abstracts, Judge Advocate General or Notary seals are not accepted. Missing documents such as birth, death certificates or marriage certificates, or divorce decrees can be ordered online at www.vitalcheck.com or by calling U.S. 1-800-255-2414. Depending on the state some or all of these services may be provided.

CHECK LIST

To begin the application process, first go to <http://travel.state.gov/> and fill in the application that will be submitted in person at the installation's Passport Office.

Form DS-11: Create/submit; print pages **5&6 ONLY** (Last two pages)

Note: Fill in the address field for the Tourist Passport application as: **USAG WIESBADEN • UNIT 29623 BOX 0052 • APO AE 09005-9623**; in the field as the response to the question "In care of," use "Wiesbaden"; Permanent address field should be answered "NO," and will prompt a pop-up for entering a mailing address.

- 1) **Parent(s) on birth certificate must apply in person with child present.** If one parent is not available, you MUST submit a) Special Power of Attorney or b) DS-3053 (consent form)
- 2) **Parents' Passports** (MUST GO WITH application)
- 3) **Birth Certificate or Naturalization Certificate** (ONLY if parent does NOT have a passport)
- 4) **Parents:** Marriage certificate, divorce decree; death certificate; court orders, i.e. name change, adoption decree.
- 5) **Child:** *Geburtsurkunde* (German hospital birth record) **AND** Formula (International birth record) **OR** an AE-FORM 40-400ER (Military hospital birth record)
- 6) **PHOTOS:** Two, **identical** (2-by-2 inch), taken within six months. Pictures can be taken at:
a) Hainerberg Food Court or Clay Kaserne Food Court (Note cost: 5 euro, use COINS)
b) Photo Lab on Clay Kaserne by **appt. ONLY** at www.vios.army.mil (CAC required); or using AKO (username & password): www.vios-akoeast.army.mil; or call DSN: 546-6105/6108 or CIV: (0611) 143-546-6105/6108.
- 7) **Payment:** Money order or cashier check (**no other forms of payment will be accepted**) made out to **Department of State** in the amount of **\$205 (cost includes Consular Report of Birth Abroad and Tourist Passport fee); or \$100 (Non-fee Passport and Consular Report of Birth Abroad).** *Note: \$205 for BOTH Tourist & Non-fee Passports, and CRBA)*

HOURS OF OPERATION

Monday, Wednesday, and Friday: 8:30-11:30 & 13:00-16:00 hrs

Thursdays from 9:00-12:00 & 13:00-16:00 *EVENINGS BY APPT ONLY* 16:30-18:00 hrs

CLOSED: TUESDAYS & ALL FEDERAL HOLIDAYS

FOR APPOINTMENTS:

<https://rapids-appointments.dmdc.osd.mil/default.aspx>

FOR QUESTION: DSN: 548-1605/1606/1603; CIV: (0611) 143-548-1605/1606/1603